

NMRT Board Member Final Report

1. Office Name: Treasurer

2. Office Term (Date: Ex. 2005-2006): 2009-2011

3. Discuss/summarize your involvement with your committees this year:

I sent budget information to all committee chairs at the beginning of the fiscal year and have corresponded with chairs about committee expenses and appropriate account numbers for billing or reimbursement. I will continue to provide assistance to 2009-2010 committees through the end of the ALA fiscal year, August 31, 2010, and send out reminders for the deadline for reimbursement of expenses.

4. Based on your year's experience in this office, what future directions do you see your office or NMRT needing to take this year or the following year?

As an outcome of the Budget Task Force I was appointed to last year with Past President Laurel Bliss, and Fundraising Coordinator, Amanda Roberts (2009-2011), also a past NMRT President, the Treasurer will need to continue a more active role in tracking expenses and providing the board with input on the NMRT financial picture, including areas where actual expenses are more than budgeted or if funds in under spent line items can be freed to projects or committees with greater financial needs.

This next year, I will likely be working closely with the Fundraising Coordinator to identify potential revenue sources based on the previous Treasurer's analysis of revenue streams and the lack thereof.

5. What tips or hints do you have that might help your successor carry out the duties of this office?

As always, the treasurer's most valuable resource is NMRT's ALA staff liaison, Kim Sanders. The Past NMRT President and the Budget Analysis and Review Committee (BARC) liaison, Linda Williams, are two other folks who can provide historical and financial information.

6. Please address the role of the board member as coordinator. For example, projects between membership promotion, diversity & recruitment and student outreach would need to be coordinated. How might activities such as this be handled by board members efficiently and smoothly? Your thoughts here will be most helpful for future boards.

The treasurer can help board members and committee chairs avoid expenses that may not be reimbursable. Having committee chairs contact the Treasurer for the reimbursement form and account number, is helping I believe this year to reduce the possibility for out-of-pocket expenses that cannot be reimbursed.

7. Date of report: June 11, 2009

8. Submitted by: Nancy Gibson